

TRIPURA**GAZETTE**

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**PART--I-- Orders and Notifications by the Government of Tripura,
 The High Court, Government Treasury etc.**

GOVERNMENT OF TRIPURA

ABSTRACT

Amendment of existing similar RRs for the posts of LDC,UDC, & Head Clerk/Accountant grade -Repeal of existing Similar Recruitment Rules thereof - Order.

GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT

G.O. No.04.

Dated, Agartala, 7th November, 2020

File No.20(3)-GA(P&T)/19

Read:

(No.F.20(3)-GA/96 dated, 28th September, 2000)

O R D E R

As per the principle of the New Recruitment Policy vide No.F.20(1)-GA(P&T)/18 dated 5th June, 2018 the written test should be the primary means to test suitability of candidates for Government employment.

2. In compliance with the principle of the New Recruitment Policy, 2018 the existing similar Recruitment Rules for the posts common to different Departments such as LDC grade, UDC grade, Head Clerk/Accountant etc. grade vide G.O. No. 5 dated 28th September, 2000 and its subsequent amendments have been reviewed.


3. The Governor of Tripura is pleased to order that henceforth Departments having similar common RRs of the respective departments for the posts LDC grade, UDC grade, Head Clerk grade (framed based on Similar Recruitment Rules vide G.O No. 5 dated 28th September, 2000) shall amend their existing Common RRs (for the common posts mentioned under Annexure- A,) following the provisions of this Common RRs for the said three Categories of common posts.

4. As usual concerned administrative departments will not be required to process, frame and finalize their own Recruitment Rules for the same category/level. The existing Recruitment Rules for the posts of the same categories/level under the Government of Tripura, that were framed/notified based on provisions of the Common RRs issued by this Department hereby stand repealed with immediate effect and are replaced by these amended Common Recruitment Rules. The concerned Department shall notify (as per format) the revised Recruitment Rules (Schedule) based on the provisions of these amended Common RRs in appropriate manner as per Format of Notification enclosed, mentioning the name of the feeder posts (Row No.11) and number of posts etc. of the respective Department (against Row No. 1-4) with the approval of the Finance Department.

5. This shall take effect from the date of issue of this G.O.

Enclo:-As stated.

By order of the Governor,


(Md. H. Rahaman)

Under Secretary to the
Government of Tripura.

To

All Departments/Heads of Department, Govt. of Tripura.

ANNEXURE-A

1. **GRADE OF LOWER DIVISION CLERK**

Lower Division Clerk/Lower Division Clerk (Store)/Lower Division Clerk (Certificate)/Lower Division Clerk (Compilation)/Lower Division Clerk-cum-Cashier/Lower Division Clerk (Record Keeping)/Lower Division Clerk (Registrar)/Lower Division Clerk (Accounts)/Lower Division Clerk (Library)/Lower Division Clerk (Typist)/Lower Division Clerk (Stock Ledger Keeping)/Lower Division Clerk (Tally)/Lower Division Clerk (Typist-cum-Clerk)/Typist (Bengali)/Typist/Cashier/ Lower Division Clerk-cum- Data Entry Operator /LD Assistant and similar posts.

2. **GRADE OF UPPER DIVISION CLERK**

Upper Division Clerk/Upper Division Clerk (Stamp)/Upper Division Clerk (Record Keeping)/Upper Division Clerk (Accounts)/Upper Division Clerk (Statistics)/Upper Division Clerk-cum-Cashier./UD Assistant and similar posts.

3. **GRADE OF HEAD CLERK/ACCOUNTANT etc.**

Head Clerk/Head Clerk (Nazir)/Head Clerk-cum-Accountant/Accountant./Head Assistant and similar posts.

(FORMAT)

GOVERNMENT OF TRIPURA

(Name of Department)

No.F.....

Dated, Agartala, the (date month year)

NOTIFICATION

In exercise of the powers conferred by provision to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Post/Grade of..... in the Department /Organization namely:-

1. Short title commencement—

- (1) These rules may be called (name of the post/grade....) of (write name concerned Dept./orgn.) Recruitment Rules, (year....).
- (2) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **Rows 2 to 4** of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualifications, etc.:-

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in **Rows 5 to 13** of the said Schedule.

5. Disqualification:- No person-

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax:- Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. Repeal:- The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

8. Savings:- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued as per provisions of the G.O. No.....datedissued by the Government in the GA(P&T) Department.

By order and in the name of the Governor

(Secretary)
of the concerned department
Government of Tripura.

Annexure-B

No.F.....

The Common RRs for the post of **LDC Grade** common to various Departments, Government of Tripura.

SCHEDULE

1.	Name of the post	:-	(Insert here the name of post(s) in the LDC Grade such as LD Assistant and other similar posts) Note:-Any or more of the post mentioned in the Annexure-A(1) if exists/exist in the department, shall be the Grade of LDC. For the purpose of these rules.				
2.	Number of posts	:-	(All existing sanctioned posts shall be specified by the respective Departments with concurrence of Finance Deptt plus additional post as and when created.)				
3.	Classification	:-	Group-C(Non-Gazetted)				
4.	Scale of pay	:-	<table border="1"><thead><tr><th>Pre-revised Scale of Pay.</th><th>Corresponding revised Scale of Pay.</th></tr></thead><tbody><tr><td>PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2200/-)</td><td>Cell-1 of Level-7 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018]</td></tr></tbody></table> Subject to revision by the Government from time to time.	Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.	PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2200/-)	Cell-1 of Level-7 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018]
Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.						
PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2200/-)	Cell-1 of Level-7 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018]						
5.	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	(i)20% By Promotion and 80% by Direct Recruitment. (ii)(a)For direct recruitment selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department. b) Interview/viva voce shall be not exceeding 15% of the Total Marks. (c)Syllabus:-Enclosed at Annexure-I. (and as				

			<i>revised by the Government from time to time)</i>
6.	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH) /Government servant candidates.
7.	Educational and other qualification required for direct recruitment	:-	<p>(i) Madhyamik or equivalent examination passed from any recognized Board/Institution.</p> <p>(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer Knowledge.</p> <p>(iii) For selection to Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board. alongwith basic Computer Knowledge.</p> <p>Desirable:- Having Knowledge of Bengali/Kokborok.</p> <p>Note:- (a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine.</p> <p>(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>(c) <u>Exemption for Persons with Disabilities.</u> Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p>

8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	Age:- No. Qualification:- Yes,(as per Item No.7 above).
9.	Whether Selection post or Non-Selection post	:-	For Direct recruitment:- Selection (As per Item No.5(ii) above) For Promotion:- Non-selection.
10.	Period of probation, if any	:-	2(two) years
11.	In case of recruitment by promotion/ transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:-	From the post of Group-D employee having requisite educational and other qualification as prescribed under Item No. 7 above, with at least 5(five) years experiences in this grade. (respective departments shall indicate the nomenclature of the feeder posts of the department itself here)
12.	If a DPC exists, what is its composition	:-	Group-C, DPC.
13.	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable.
14.	Repeal	:-	Existing Recruitment Rules-Similar RRs common to all Departments for the post of LDC/UDC/HC Grade vide No.F.20(3)-GA(P&T)/96 dated 28 th September, 2000, G.O. No. 5 and all earlier subsequent amendments in this regard are hereby repealed.

(.....)

Secretary of the Department

Annexure-I (Syllabus for LDC Grade).

No.F.....

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
Paper-I English	Report Writing or Essay, Translation into English from Bengali, Summary/Précis Writing (Descriptive Type/Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms.	30	
	(OMR based MCQ Type)		
Paper-II General Knowledge & Current Affairs.	(i)Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths.	100	2(two) hours
	(ii)Elementary knowledge of Indian History, Indian Geography and Constitution of India.		
	(OMR based MCQ Type)		
Interview	Personal qualities of the candidates e. g, Intellectual ability, Interest in current affairs etc.	30	

(a)Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination(35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected.	Number of candidates to be called for Interview (Category wise)
01(one).	05(five) candidates.(1:5)
02(two).	08(eight) candidates.(1:4)
03(three) and above.	3(three) times the number of vacancies. (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he/she appears in all papers of the Written Exam. If a candidate remains absent in Interview or/and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

Secretary of the Department

Annexure-C

No.F.....

The Common RRs for the post of **UDC grade** common to various Departments, Government of Tripura.

SCHEDULE

1.	Name of the post	:-	(Insert here the name of post(s) in the UDC Grade) Note:-Any or more of the post mentioned in Annexure-A(2) if exists/exist in the department, shall be the Grade of UDC. for the purpose of these rules.				
2.	Number of posts	:-	(All existing sanctioned posts shall be specified by the respective Departments with concurrence of Finance Deptt plus additional post as when created.)				
3.	Classification	:-	Group-C(Non-Gazetted)				
4.	Scale of pay	:-	<table><tr><td>Pre-revised Scale of Pay.</td><td>Corresponding revised Scale of Pay.</td></tr><tr><td>PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2800/-</td><td>Cell-1 of Level-9 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018]</td></tr></table> subject to revision by the Government from time to time.	Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.	PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2800/-	Cell-1 of Level-9 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018]
Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.						
PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2800/-	Cell-1 of Level-9 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018]						
5.	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	(i) 100% by Promotion failing which by transfer on deputation and failing both by Direct Recruitment. (ii)(a)For direct recruitment selection will be through competitive examinations . (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department. (b) Interview/viva voce shall be not exceeding 15% of the Total Marks. (c)Syllabus:-Enclosed at Annexure-II. (and as revised by the Government from time to time)				
6.	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5 (Five) years in case of ST/SC/PwDs(PH) /Government servant candidates.				

7.	Educational and other qualification required for direct recruitment	:-	<p>(i) Graduate Degree from any recognized University.</p> <p>(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer Knowledge.</p> <p>(iii) For selection to Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board. alongwith basic Computer Knowledge.</p> <p>Desirable:- Having Knowledge of Bengali/Kokborok.</p> <p>Note:- (a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine.</p> <p>(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>c) Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p>
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	<p>Age:- No.</p> <p>Qualification:- No.</p>
9.	Whether Selection post or	:-	For Direct recruitment:- Selection(As per Item No.5(ii) above)

	Non-Selection post		For Promotion:- Non-selection.
10.	Period of probation, if any	:-	2(two) years
11.	In case of recruitment by promotion/ transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:-	<p>Promotion from the LDC grade such as</p> <p>LDC/LDC(Store)/LDC(Certificate)/LDC (compilation)/LDC-cum-Cashier/LDC(Record keeping)/LDC(Registrar)/LDC(Accounts)/LDC(Library)/LDC(Typist)/LDC (Stock Ledger keeping)/LDC(Tally)/LDC(Typist-cum-Clerk/Typist(Bengali)/Typist/Cashier</p> <p>With at least 5(five) years service experience in the grade.</p> <p>(Respective departments shall indicate the nomenclature of the feeder posts of the department itself here).</p> <p>Transfer on deputation from UDC grade post from any other department of the State Government.</p>
12.	If a DPC exists, what is its composition	:-	Group-C DPC.
13.	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable.
14.	Repeal	:-	Existing Recruitment Rules-Similar RRs common to all Departments for the post of LDC/UDC/HC Grade vide No.F.20(3)-GA(P&T)/96 dated 28 th September, 2000, G.O. No. 5 and all earlier subsequent amendments in this regard are hereby repealed.

(.....)

Secretary of the Department

Annexure-II(Syllabus for UDC Grade)

No.F.....

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
Paper-I English	Report Writing or Essay, Translation into English from Bengali, Summary/Précis Writing (Descriptive Type/Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms.	30	
	(OMR based MCQ Type)		
Paper-II General Knowledge & Current Affairs.	(i)Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths.	100	2(two) hours
	(ii)Elementary knowledge of Indian History, Indian Geography and Constitution of India.		
	(OMR based MCQ Type)		
Interview	Personal qualities of the candidate e. g- Intellectual ability, Interest in current affairs etc.	30	

(a)Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination(35% for UR candidates and 30% for reserved candidates).

Number of vacancy to be filled up.	Number of candidates to be called for Interview (Category wise)
01(one).	05(five) candidates.(1:5)
02(two).	08(eight) candidates.(1:4)
03(three) and above.	3(three) times the number of vacancies. (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he/she appears in all papers of the Written Exam. If a candidate remains absent in Interview or/and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

Secretary of the Department

Annexure-D

No.F.....

The Common RRs for the posts of **Head Clerk/Accountant grade** common to various Departments, Government of Tripura.

SCHEDULE

1.	Name of the post	:-	(Insert here the name of post(s) in the Head Clerk/Accountant grade) Note:-Any or more of the post mentioned in Annexure-A(3) if exists/exist in the department, shall be the Grade of Head Clerk/Accountant grade for the purpose of these rules.		
2.	Number of posts	:-	(All existing sanctioned posts shall be specified by the respective Departments with concurrence of Finance Deptt plus additional post as when created.)		
3.	Classification	:-	Group-C(Non-Gazetted)		
4.	Scale of pay	:-	Pre-revised Scale of Pay. PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.4200/-	Corresponding revised Scale of Pay. Cell-1 of Level-10 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018]	
			Subject to revision by the Government from time to time.		
5.	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	(i) 100% by Promotion failing which by transfer on deputation and failing both by Direct Recruitment. (ii)(a)For direct recruitment selection will be through competitive examinations (written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department. (b) Interview/viva voce shall be not exceeding 15% of the Total Marks. (c)Syllabus:-Enclosed at Annexure-III. (and as revised by the Government from time to time)		

6.	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH) /Government servant candidates.
7.	Educational and other qualification required for direct recruitment	:-	<p>(i) Graduate Degree from any recognized University.</p> <p>(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer Knowledge.</p> <p>(iii) For selection to Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board. alongwith basic Computer Knowledge.</p> <p>Desirable:- Having Knowledge of Bengali/Kokborok.</p> <p>Note:- (a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine.</p> <p>(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>c)Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p>
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	<p>Age:- No.</p> <p>Qualification:- No.</p>
9.	Whether Selection post or	:-	For Direct recruitment:- Selection(As per Item

	Non-Selection post		No.5(ii) above) For Promotion:- Non-selection.
10.	Period of probation, if any	:-	2(two) years
11.	In case of recruitment by promotion/ transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:-	<p>From the post of UDC grade posts such as</p> <p>UDC/UDC(Stamp)/UDC(Record keeping)/UDC (Accounts)/UDC(Statistics)UDC-cum-Cashier with at least 5(five) years experience in the grade and acquired Accounts training conducted by State Government in respect of promotion to the posts of Head Clerk-cum-Accountant/Accountant (respective departments shall indicate the nomenclature of the feeder posts of the department itself here).</p> <p>Transfer on deputation from holder of analogous post of other department having passed the Accounts Training.</p> <p>Note:- Departmental candidates having competed 15(fifteen) years of service or more in the grade of UDC etc. as well as have attained the age of 55(fifty-five) years may be exempted from the passing out the proposed Accounts training.</p>
12.	If a DPC exists, what is its composition	:-	Group-C Departmental Promotion Committee (DPC).
13.	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable.
14.	Repeal	:-	Existing Recruitment Rules-Similar RRs common to all Departments for the post of LDC/UDC/HC Grade vide No.F.20(3)-GA(P&T)/96 dated 28 th September, 2000, G.O. No. 5 and all earlier subsequent amendments in this regard are hereby repealed.

Secretary of the Department.

Annexure-III (Syllabus for Head Clerk/Accountant Grade posts):

No.F.....

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
Paper-I English	Report Writing or Essay, Translation into English from Bengali, Summary/Précis Writing (Descriptive Type/Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms.	30	
	(OMR based MCQ Type)		
Paper-II General Knowledge & Current Affairs.	(i)Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii)Elementary knowledge of Indian History and Indian Geography. (OMR based MCQ Type)	60	2(two) hours
Paper-III Job-oriented	Descriptive and objective questions Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India.(Assembly & Parliament).	40	3(two) hours.
Interview	Personal qualities of the candidate e.g.- Intellectual ability, Interest in current affairs etc.	30	

(a)Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination(35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected.	Number of candidates to be called for Interview (Category-wise)
01(one).	05(five) candidates.(1:5)
02(two).	08(eight) candidates.(1:4)
03(three) and above.	3(three) times the number of vacancies. (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he/she appears in all papers of the Written Exam. If a candidate remains absent in Interview or/and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

Secretary of the Department